



Executive Director Search

Who are we?

Grace is a congregation of the North American Lutheran Church located in Springfield, Ohio. Our mission is to be a caring community of believers. We are dedicated to equipping people who are "Growing in G.R.A.C.E.":

Growing in God's Word
Re-telling His story
Applying their spiritual gifts
Cultivating accountable relationships
Exalting God through worship.

In all things we seek to be a church that is "Receiving the Lord and Revealing His Love."

What are we looking for?

We are searching for an Executive Director to help us on this mission. The Executive Director will work directly with the Senior Pastor and have management responsibility for all program staff. This position will collaborate with the Senior Pastor, staff, and church council to set and pursue goals to fulfill the church's vision.

We are looking for a leader worth following, someone whose relationship with Christ and Christian character are fit for Christian leadership. We are looking for someone with relevant gifts and experiences to thrive in the role.

How to respond

If you think this might be for you, or if you know someone who fits this description, we'd love to talk with you about it. Please contact our Senior Pastor Tom Brodbeck (tom.brodbeck@grace-nalc.org, 937.399.6257) with your resume and a brief explanation of your interest in the position including how you see your qualifications preparing you to succeed in this role.

Executive Director

Summary

The Executive Director reports to the Senior Pastor and has leadership responsibility for all staff and lay leaders. The Executive Director works with the Senior Pastor, staff, and church council to set and pursue goals to fulfill Grace's vision. The Executive Director will support, coach, and assess staff, implement processes to optimize operational capabilities, strive to expand and unify the church, and manage resources effectively. This is a full-time, salaried, exempt position.

Essential Job Functions

1. Support the Senior Pastor in the fulfillment of the church's vision through ministry effectiveness, evaluation, discernment, decision making, and planning.
2. Lead the staff in the establishment of goals and strategies to fulfill the church's vision.
 - a. Assure operational readiness by developing and leading the staff as they manage Grace's facilities, resources, congregational activities, ministries and communications.
 - b. Develop and lead the congregation's lay leaders and ministry area coordinators focusing on community life, spiritual growth, mobilization, and mission support of the congregation.
3. Establish and maintain a set of key performance measures that provide the Senior Pastor, church staff, and council with ongoing visibility of the effectiveness of all areas of the church.
4. Facilitate periodic strategic planning processes and evaluation of the church's ministry area performances; review vision, goals, strategies; develop key objectives and tactics to ensure alignment with church's vision; forecast and develop new mission focus areas to address emerging needs.
5. Manage and oversee technology requirements for the church including Sunday broadcast services and recordings, Grace smartphone App, and the Grace Website; oversee the overall congregational communication strategy; evaluate current needs and shortfalls; develop and implement plans to meet future technology needs.
6. Manage, coordinate, and oversee the church's discipleship programming; provide training and support to lay ministers and Grace worship leaders; oversee time and talent ministry needs in conjunction with Lay Ministry Director.
7. Manage the recruitment, on-boarding, on-going development, assignment of job responsibilities, performance review, and organizational exit processes for staff under the authority of the Senior Pastor.
8. Perform other duties as assigned.

Education and Experience

This position requires a minimum of 5 years of experience as a senior leader in a significant business, non-profit, or church environment. Possession of a Bachelor's degree in Business, Technology, Human Resources, or another relevant field is desirable. A relevant advanced degree, Pastoral experience, and/or education in Biblical studies or Theology would be a plus. The position is open to lay or non-ordained candidates as well as clergy. The successful individual must have a proven track record of effective collaborative leadership, excellent communication skills, mature judgment, and a character above reproach.

Grace Evangelical Lutheran Church
1802 Saint Paris Pike, Springfield, OH 45504 – 937-399-6257

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Describe any training received relevant to the position for which you are applying _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____